

# Loomis Public School Early Learning Center



Parent Handbook  
2021-2022

The purpose of the Loomis Early Learning Center is to promote social, emotional, intellectual, language, physical, and aesthetic development and learning for the children served and to promote family development and support.

Welcome to the Loomis Public School Early Learning Center. The purpose of this handbook is to share important guidelines and procedures related to the program. Please read this information carefully. If you have questions or concerns about the information, please contact your child's teacher.

### **General Information**

Loomis Public School ..... Office: (308) 876-2111  
101 Bryan Street Fax: (308) 876-2372  
Loomis, NE 68958

Classroom Teacher- Mrs. Karissa Roberg  
Classroom Para-educator- Mrs. Ann Erickson  
School Principal- Nate Weaver  
School Superintendent- Mr. Sam Dunn  
School Secretary- Mrs. Cheryl Dunn  
Receptionist- Mrs. Max Berry  
Speech/Language Pathologist- Mrs. Nicole Mattson

### **School Hours**

Monday thru Thursday..... 8:00 a.m. - 3:25 p.m.  
No Preschool on Fridays

### **School Calendar and Newsletter**

The Loomis Early Learning Center will follow closely to the K-12 school calendar. Each month the preschool newsletter will provide parents with updated information. A preschool calendar will be sent out monthly in your child's folder. Preschool will begin on Wednesday, August 30, 2021 and will end on Thursday, May 5, 2022.

### **Preschool Facebook Page**

The preschool class will have a private Facebook page that is available for parents to view pictures, find resources, find weekly newsletters and be updated on upcoming events. For the safety of our preschoolers, we will keep this page private and we do limit the members to parents only.

### Arrivals and Dismissals

The Loomis school building is open to students at 7:35 a.m. Your student is expected to be in the classroom by 8:00 am. Students will begin dismissing at 3:25. We strongly encourage your child to arrive around 7:45 to allow them enough time to learn and accomplish their morning routines and use the restroom before breakfast.

### Applications

Each spring students wishing to enroll in the Loomis ELC will need to submit an application by the specified due date. Students who are age 3 to kindergarten entrance age (age five after July 31 of the current year) may apply.

An alternative-kindergarten program is not available for students who will turn 5 before July 31 of the current year. You may enroll your 5 year old in Kindergarten and repeat it if necessary. Loomis offers a full day program. All children enrolled are encouraged to attend full days. Exceptions would be children who have I.E.P.'s and/or parents of three year olds who have contacted Mrs. Roberg with concerns.

### Enrollment Requirements

A child entering preschool must furnish a valid birth certificate and an up-to-date immunization record. Nebraska State law dictates that immunization records must be presented at the time of enrollment or that student cannot be enrolled.

#### **Summary of the School Immunization Rules and Regulations 2020-2021**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, <b>*Hib not required after child reaches 5 yrs of age</b> 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age, written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age <b>*Pneumococcal not required after child reaches 5 yrs of age</b>

**Placement**

Priority will be given to students "at risk", including low birth weight, poverty, being a child of teenage parents who did not graduate from high school, or living in a home whose occupants have limited ability to speak and understand English.

Students are placed according to age (oldest to youngest) and residence, following the "at-risk" placements. Students are considered "resident" if they currently live inside the LPS District boundaries, if they have an older sibling attending LPS through the option enrollment program, if they have a parent who is an employee of LPS, or if the student has been previously enrolled in the program.

**Non-Resident Students**

Non-resident students are welcome to submit an application to the Loomis Early Learning Center. Parents who are considering this option need to understand the regulations for non-resident students and should visit with the superintendent of the school before making a final decision.

**Tuition**

Student Tuition Rate .....	\$150/Month or \$1200/Year
Verified Students .....	FREE
Students qualifying for Free Meals .....	FREE
Students qualifying for Reduced Meals .....	\$75/Month
Snack fee due each semester (August & January).....	\$30/Semester

**Attendance and Absences**

It is desirable that children attend preschool each day that they are scheduled. If your child will not be in attendance because of an illness, injury or unexpected event, please contact the school secretary or receptionist as soon as possible so your child can be accounted for.

Bus Students: If the district is transporting your child, please notify your driver in addition to notifying the school that your child will not need transportation that day.

**Sick Days**

Children with the following conditions should not be sent to school or will be sent home if they have any of the following:

- ❖ Vomiting (24 hours prior to the starting time of school)
- ❖ Diarrhea (24 hours prior to the starting time of school)

- ❖ Fever - Ear temperature of 100 degrees or higher (must be fever free for 24 hours prior to the starting time of school)
- ❖ Suspicious rash, with or without a fever
- ❖ Head lice (please check your child's hair frequently)
- ❖ Pink eye (eyes are red, hurting, mattered, itching)
- ❖ If your child is diagnosed contagious please **DO NOT SEND THEM!** Some conditions may require a note from a physician before your child may return to school. If you have questions on when he/she may return, please contact your child's teacher. This is extremely important as some of the children in our groups may have health conditions that could be jeopardized if exposed to certain illnesses.

### **Transportation**

Your child's safety is very important to us. During home visits you will need to inform your child's teacher what mode of transportation your child will be taking on a daily basis. If your child's transportation changes please inform the teacher and bus drivers.

### **Potty Training**

All students must be potty trained before attending preschool, unless otherwise stated in an IEP. A child wearing pull-ups or having accidents daily would not be considered potty trained.

### **Home Visits**

The preschool teacher will contact families in August for an initial home visit. The purpose of the visit is to have your child meet the teacher, to establish a relationship between the family and the teacher, to review preschool guidelines and to complete the necessary paper work. An additional home visit may be made sometime throughout the school year and again in May.

### **Health Screenings**

The school nurse will make one visit to the preschool per year. During the visit your child will be weighed and measured, immunization records will be checked and a visual exam of their teeth will be performed. Vision and hearing screens will also be completed. If there are any concerns in these areas, parents/guardians will receive a note from the nurse expressing her concerns.

### **Supplies for School**

Your child will need to have a backpack for school and a few other items. A supply list will be sent out to parents in July. Please be watching for a letter from the school.

Donations: It is our goal to provide all the necessities for our students, but occasionally we are asked about donations. We greatly appreciate those who have supported our program through monetary donations and donations of supplies. The Loomis Early Learning Center will gladly accept and welcome future donations!

### **Open House**

There will be a Preschool Open House in August for you and your preschool student to attend. The main purpose of the Open House is to allow your child to see the room and to meet the teachers. You are welcome to bring school supplies on that day and leave them.

### **Visitors**

Parents are always welcome in our preschool; however, we ask that you contact the classroom teacher to schedule a time that is appropriate and that you do not bring younger siblings or other relatives without permission from the classroom teacher.

### **Accidents and Emergencies**

If an accident occurs while your child is in the care of the Loomis Public School Early Learning Center, and your child requires immediate medical attention, the proper authorities will be called, first aid and/or CPR will be started and you will be notified. If the accident or injury is minor, first aid will be administered and you will be notified immediately.

It is very important that you keep all phone numbers and contacts current. If we cannot reach you, or any of the contacts you have listed, and there is a question of whether the child should have medical attention, we will err on the side of caution and your child will be transported to the nearest medical facility.

### **Severe Weather**

In case of severe weather, such as blizzards, Loomis Public School closing information and late starts will be announced through our automated telephone system (Alert Solutions). The same closing and late start information will also be announced on local radio and television, as well as Facebook. The administration

attempts to monitor all severe weather situations. If you feel it is necessary to have your child at home during such a time please contact the school.

### **Class Parties**

The preschool will celebrate the four following holidays with a party: Halloween, Thanksgiving, Christmas and Valentine's Day. Each family will be asked to help with one party. Parents can sign up for a party during the initial home visit.

Birthdays - If your child is having a birthday and you would like to send a special treat that would be acceptable. Please coordinate with your child's teacher. Summer birthdays will be celebrated sometime during the school year; please watch for information from the teacher. We ask that you be extremely cautious about birthday celebrations that are occurring after school hours and that gifts and invitations are not brought to school unless the classroom teacher gives permission. If you wish to send invitations to birthday parties please contact the classroom teacher before sending them.

### **Field Trips**

Parents will be notified when field trips are scheduled and will be asked to sign a permission slip for field trips at the beginning of the year. Parents may be asked to assist with field trips when necessary.

### **Photographs and Publicity**

Photographs of your child participating in our program may be taken from time to time. In so cases the photographs may appear in newspapers, magazines, Facebook, brochures or other publicity materials. There will be no compensation given for use of these pictures. There will be a release form to fill out and returned in the back-to-school paperwork packet.

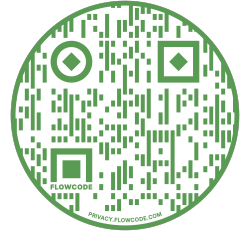
### **Snacks**

The preschoolers will be provided a daily snack. There will be a \$30 snack fee due at the beginning of each semester. Parents may also bring snacks for birthdays and special occasions with permission from the classroom teacher.

### **Lunch and Breakfast**

Breakfast will be provided to the preschoolers every morning at 8:00. Students will have lunch each day. Meals are considered to be a part of the instructional time because students are engaging with each other, socializing, using vocabulary taught

in the classrooms, interacting, and learning expected lunchtime behaviors. Meal and snack times are opportunities for students to learn social development and healthy food choices. Children are allowed to bring a sack lunch, but we highly encourage them to take advantage of the school lunch program, which meets the USDA Child Nutrition Program guidelines. Please note that if your child decides to bring a sack lunch, it will need to meet the USDA guidelines and will be documented for State reporting purposes. You can find the USDA guidelines by taking a picture of the QR Code. Lunch and breakfast menus are available on the school website: [www.loomiswolves.org](http://www.loomiswolves.org).



[https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP\\_MealBP.pdf](https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_MealBP.pdf)

Lunch- \$2.30- 2018-19 rate (Lunch rates are set in July of each year)

Reduced Lunch Rate- \$0.40

Breakfast- preschool students will be provided breakfast free of charge

If you need an application for Free or Reduced Meals please contact Heidi at the school. She can assist you with this paperwork. Free and reduced rates are based on income.

Lunch accounts- All meals will be charged to the student's lunch account. Students are expected to keep their lunch accounts paid. Parents are encouraged to send lunch money in advance.

### **Communication**

Communication between home and school is VERY important. All questions and concerns should be addressed with the child's teacher. Newsletters will be sent home with preschool students to inform parents of classroom activities and special events. **Please be sure to check your child's backpack regularly!** We highly encourage you to use our Facebook page as a way to stay up-to-date with daily classroom activities and announcements! Information about the Facebook page will be sent to parents at the beginning of the school year.



## Preschool Disciplinary Procedures & Policies

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follows the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child.
2. Facilitating children in their attempts to settle their own disputes.
3. Redirecting behavior when this seems potentially effective.
4. Separating a child from the group (Time-Out)
5. Counseling children individually about their behaviors by the teacher or an administrator.
6. Making parents aware of disciplinary concerns (Note/email from teacher).

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.

Discipline Procedures for disruptive behavior

1. If a disruptive behavior continues after being redirected or after several of the strategies above have been used the classroom teacher will call the parent. If appropriate an email may be sent to the parent, but a phone call would be preferred. The behavior will be documented in the student's information folder.

2. If the behavior continues without ease from redirection or use of strategies the parents will be asked to schedule a meeting with the classroom teacher. If necessary an administrator may attend the meeting.
3. If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home. At a last resort, a child may be removed from the program for behavior that becomes harmful to the other students or the staff.
4. Behavior reports will be documented and kept in the student's information folder.

Children cannot become self-disciplined unless adults teach them right from wrong. We will work hard to teach the expectations for correct behavior and encourage the students to live and act accordingly.

### **Discipline Policy Agreement**

I have read the Preschool Disciplinary Policies and Procedures. I have discussed this with my child and agree to comply with the discipline policies and procedures of The Loomis Early Learning Center

\_\_\_\_\_ Parent/Legal Guardian Signature

\_\_\_\_\_ Parent/Legal Guardian Name Printed

\_\_\_\_\_ Child's Name

\_\_\_\_\_ Date